



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
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January 23, 2008

EMS TRANSMISSION DATE: 1/23/2008  
Instruction Memorandum No. WY-2008-020  
Expires: 09/30/2009

To: All Employees  
From: State Director  
Subject: Fiscal Year 2008 Deadlines for Submission of WY Purchase Requisitions

**Program Area:** Acquisition.

**Purpose:** In coordination with the National Business Center, this IM establishes a FY 2008 deadline for submission of Wyoming purchase requests/complete packages. These deadlines will ensure that State Office and Zone Procurement Staff have the necessary time required to provide quality and timely service to customers.

This IM also establishes the deadlines for submitting construction projects that require engineering review. Per Instruction Memorandum WY-2008-010, all construction and service projects over the \$25,000 threshold must be reviewed by the State Engineer. It is policy that draft packages be submitted to the State Engineer at least three weeks prior to the deadline dates shown below. The State Office or Field Office Engineers will provide the review and comments to the requisitioners within 10 working days from the time the project is received for review.

Policy/Action: Type of Acquisition:	Deadline	ALT *
Inter-and-Intra Government Orders	6/16/08	4-8 weeks
New Assistance Agreements	6/16/08	8 weeks
Task Orders to existing agreements	6/16/08	4 weeks
Contracts between \$25,000 and \$100,000	6/16/08	8 weeks
Orders against an existing contract-technical & price	6/16/08	6 weeks
8(a) Contract	6/16/08	6 weeks
Purchase Orders between \$2,500 and \$25,000 (Construction and Service)	6/16/08	6 weeks
Purchase Orders between \$2,500 and \$25,000 (Supplies)	7/16/08	4 weeks

\* ALT = Acquisition Lead Time - The estimated time required to process the

acquisition from receipt of a complete acquisition package, including a purchase requisition, statement of work and all required approvals. The acquisition lead times are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead time may be required if this is not the case.

**Time Frame:** Effective immediately. AFM, Support Center Managers are requested to provide a copy of this IM to all Zone Procurement and Budget Staff personnel.

**Coordination:** This IM was coordinated between the State Procurement Analyst and the Business Manager, WY-951.

**Contact:** Please direct questions to Susan Nagel, Procurement Analyst, at (307) 775-6056, or Janet Edmonds, Business Manager, at (307) 775-6007.

Signed by:  
Robert A. Bennett  
State Director

Authenticated by:  
Rudy Torres  
Secretary (OA)